

NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION

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MINUTES OF MEETING

December 4, 2003

(Approved January 8, 2004)

Members Present: Edward Murdough, Karen Schlitzer, Robert Nelson, Earl Sweeney, Ronald O'Keefe, Scott Weden, David Duquette, Stephen Carrier, Roger Hatfield, Al Burbank, John Hoglund, Corey Landry, J. William Degnan, Richard Mason.

Members Absent: Peter Russell, Joseph Butts.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Sue Prentiss, Bureau Chief; Susan Beaudoin, Recording Secretary.

I. CALL TO ORDER

Item 1. Pledge of Allegiance to Flag. The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 10:05 a.m. on Thursday, December 4, 2003 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

Item 2. Introduction. Chair Duquette introduced Earl M. Sweeney, Assistant Commissioner of the Department of Safety, who represents Commissioner Flynn on this Commission.

Assistant Commissioner Sweeney thanked everyone very much, and said he is pleased to be here. He said it will be interesting to see how this Commission functions and compare with how the Police Standards & Training Council functions. He noted that the Police Academy has worked very closely with Director Mason on a number of issues, and we have sent instructors to teach there about such subjects as RSA 154, the relationship between police and fire, how to handle emergencies, and don't park the police cruiser in front of the fire truck and block it. He

said he is really looking forward to being with this Commission, and he's glad that we have donuts!

II. APPROVAL OF MINUTES

Item 1. November 6, 2003. *Motion* was made by Commissioner O'Keefe, seconded by Commissioner Landry, to accept the Minutes of the November 6, 2003 Commission meeting with these corrections:
Page 3, Item 4, section (a), delete the number "90" that appears between the two sentences.
Page 3, Item 6, first sentence, delete the first word of that sentence, "Vice."
Motion passed unanimously.

III. CHAIR'S REMARKS

Item 1. Structural Fires. Chair Duquette noted that the fire towers are now down, and structural fires are up. Recently on the seacoast, the night of the Academy Awards ceremony, there was a structure fire in Somersworth; then Exeter lost a church in a structure fire. It seems like the fires come in cycles, and that this may be one of those years where we are very busy. He asked that we keep all the firefighters in our hearts and minds.

IV. COMMITTEE REPORTS

Item 1. Emergency Medical Services Liaison. Chair Duquette said he would defer the EMS Trauma Coordinating Board report to Bureau Chief Sue Prentiss. Chief Prentiss reported on the following:

- (a) The flu struck early this year, and struck hard. The emergency medical services providers are really the front line for health care. On our Bureau website we have a preparedness section. On that section, you can download an airborne pathogens training program and guidelines. We will continue weekly updates on this site.
- (b) Regarding Bureau staffing, Will Owen, Life Support Coordinator, has resigned to go to college; he will be continuing to work for us on a part-time basis. They are interviewing two strong internal candidates tomorrow, December 5. Chair Duquette is to be part of that interview process, and we hope to have the position filled by the start of the next calendar year.
- (c) We are in the first year of our new structured protocol development process. We have a medical directors meeting that not only

members of the Medical Control Board, but members of research hospitals here to talk about the new protocol. Protocol by protocol, we have a working group that is going through the content of each procedure for the publishing points that are going to start next year.

- (d) We have been awarded \$219,000 to place 128+ defibrillators in towns. The grant will also help pay for a 16-hour per week person to work with the hospitals on this project. Everyone should go through his/her regional councils for information.
- (e) We now have EMS instructors who were trained under the same curriculum as the fire instructors. We have six from Keene and 15 from Manchester. This was a very good move for us.

Item 2. Fire Marshal's Office. Acting Director Degnan reported on the following items:

- (a) We have seen a steady increase of reports on structural fires in the last one and a half weeks from fire chiefs. Good service on the oil system would have helped at the church in Exeter. Somersworth was a juvenile firesetters incident. The juveniles were fortunate that they got out. One had gone back in and almost got caught when he got disoriented in the smoke. Also, the airplane fire in Plymouth was a juvenile.
- (b) Les Cartier, our Hazardous Materials Coordinator, is very busy. He recently met with people in the Newport and Lebanon area, and they are working to form a hazardous materials team. He has also met with Berlin people, and now they better understand that it's a team effort.
- (c) We are looking at a fee structure that hazardous materials teams are putting input into. It will go to Commissioner Flynn in a short time for his review and approval. Commissioner Burbank asked if the fee schedule will be standardized. Acting Director Degnan replied that they will be the defendable fees. A team could charge a higher rate, but they would have to justify it. Commissioner Hatfield said that they will be flat rates. In the past, some people have been volunteers, so how do you charge for them.
- (d) On the public education side, in trying to meet our statutory requirements on that, we have been trying to put out some timely press releases for the holidays and the heating season. Through the RiskWatch program, a cooperative effort that has been on-going between our office, Fire Standards & Training, the EMS Bureau, the State Police, as well as the Department of Education, we trained another ten communities in September, and we are planning another session toward the end of January.
- (e) Commissioner Murdough said that two people from the Fire Marshal's Office attended the School Construction Workshop and

established bulletins to send out to the schools. He said he is very appreciative of the assistance.

Item 3. Forest Protection Bureau. Commissioner Nelson reported on the following items:

- (a) They interviewed five candidates for the two Forest Ranger I positions. The recommendations are on Commissioner Nelson's desk to take to his Director. They hope to be able to hire for both positions.
- (b) The Regional Forest Ranger III interviews are scheduled for the five candidates. They are planning to increase from ten to 12 districts, and plan to have three Regional Forest Ranger III positions.
- (c) They are working with the Fire Marshal's Office on some training; will be doing more soon. Commissioner Landry asked if the training is just for the Fire Marshal's Office. Commissioner Nelson replied that it is, but they will be doing training later for others. Information will go out in the Winter 2004 issue of *the Fire & Emergency Medical Services Newsletter*, and will be listed on Forests & Lands website also. Commissioner Landry said that, if the information can be emailed to him, he will email it out to Fire Prevention Society members.

Chair Duquette inquired if they can charge for issuing fire permits. Commissioner Nelson answered that the permits are paid for by the State, and it is being done on company time. It's permissible.

- (d) They have 75 grant requests in their office for the Volunteer Fire Assistance Grants. Hopefully they will have the results of those grant requests by the end of this calendar year, that way the towns will be able to appropriate the required funds at town meetings. Personal protective equipment is our main interest.
- (e) They are working on a fine schedule for fires and timber harvesting. People will be able to pay the fines by mail. This will improve the process and lighten some of the workload.
- (f) They are currently working more with school libraries and town libraries. We have applied for a \$10,000 FEMA grant to help us get more prevention information out there. We are doing some work through Channel 9. We hope to have information out by late April for wildland fire prevention week.
- (g) Chair Duquette asked Commissioner Nelson to define "snow coverage" again. Commissioner Nelson said that snow coverage is when the ground is completely covered with a depth of six inches of snow for a distance three times the height of what is being burned. For example, if the pile is ten feet high, there has to be a depth of six inches of snow for 30 feet around the pile.

Commissioner Nelson said he is trying to get an SOG (standard operating guideline) out so people can comment on it. They are also working on one for rain, such as ¼ inch of rain over three or more hours, and not just a mist.

Item 4. Emergency Preparedness and Security. Commissioner Landry reported that the last meeting of the Emergency Preparedness and Security Council that he knew about was cancelled. Director Mason said that the Council met last week, and he attended. He stated there was considerable discussion on the grants. The Department of Safety does all the grant work.

Item 5. Curriculum Review. Vice Chair Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) Driver/Operator Series:
 - (1) Pumps:
Classes are in progress with Bedford.
- (b) Hazard Materials Series:
 - (1) Operations:
This program is well underway at this point with no problems reported.
 - (2) Technician:
The trailer is proving to be a valuable asset and will be an on-going work in progress.
 - (3) Decontamination:
Chief Rosolen reported that Jen Harper has said that our Hazardous Materials Decontamination program does not have a section on Weapons of Mass Destruction, which means we cannot receive grant money for our Decontamination program.
- (c) Aircraft Rescue & Fire Fighting:
We have just completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment the program was successful.

Chief Rosolen added that the full-time staff met regarding the ARFF program, and they will bring in instructors after the holidays. He noted that Captain Anderson has made some suggestions for changes. One suggestion they would like to try is to do the orientation when the students arrive on Sunday evening instead of doing it on Monday morning.

Chief Rosolen further explained that we had 18 to 20 students in this program at a cost of \$1,000 per student. Residency was a

mix, with mostly out-of-state students staying here in the dormitory. Director Mason said that our price is low compared to others. We charge New Hampshire firefighters 25 percent of the cost. If we are using grant monies, we can follow whatever the grant states for fees. In this case, we could recoup the money.

(d) NFPA 1030 Series:

(1) NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners:

A class has been scheduled in Goffstown this winter. At this point classes will be scheduled periodically as they consistently fill up. We are ready for Inspector II visiting committee soon.

(2) NFPA 1033, Standard for Professional Qualifications for Fire Investigator:

Is in progress and looking at two separate programs, one a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes.

(3) NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator:

Will probably follow the 1033 standard.

(e) Rescue Series:

(1) Structural Collapse:

No pilots scheduled as yet.

(2) Confined Space:

The September class went well with a trip to Merrimack to use the confined space trailer prop as it could not be delivered on site.

(f) NFPA Series:

(1) 1001 Firefighter I and Firefighter II:

This committee is soon to be scheduled when Captain Wilking and Commissioner Joe Butts are able to get together. This committee is scheduled to begin this month.

(2) 1021 Fire Officer:

This committee has had its first meeting and is well underway. Another meeting is scheduled for this month.

(3) 1041 Instructor:

This committee has had its first meeting and is in a discussion over Instructor I and Instructor II curricula at this time. The next meeting is scheduled for this month. Commissioner Carrier added that they may have to postpone a December meeting.

(g) Other:

Visiting Committees for the following in accordance with the Commission vote on February 3, 1999 are about to commence in

the near future once the committees are established. Hopefully to be established this meeting:

- (1) NFPA 1002 Aerial Apparatus needs to be brought on line as soon as possible. Chair Duquette said he would like to advertise for this visiting committee now. He will be the Chair of this visiting committee.
- (2) NFPA 472 Hazardous Materials Decontamination needs to have Weapons of Mass Destruction added and the existing program reviewed as soon as possible.

Item 6. Academy Awards. Commissioner Weden reported that he has met with former Commissioner Cartier once on the Academy Awards program to see what has to be done. They have another meeting scheduled to finish things up. Commissioner Weden said that this was the first Academy Awards ceremony he attended, and that we put on a nice event. Chair Duquette reminded him to get together with the other members of his committee also; the other members are Commissioners Landry and Murdough, and Director Mason. He suggested they look at some type of format that they can put in writing as to how nominees are selected.

Item 7. Retreat Committee. Commissioner Murdough reported that the Retreat Committee will meet on January 8, 2004 after the Commission meeting. Committee members are Chair Duquette, Commissioners Butts and Russell, and Director Mason. Commissioner Murdough said that the Society for the Protection of NH Forests, 54 Portsmouth Street, Concord is available if we want to use it. Everyone agreed, so Commissioner Murdough will schedule that meeting place for Thursday, June 3, 2004.

Item 8. Nominating Committee. Commissioner Nelson reported that he met with the other Nominating Committee members, Commissioners Landry and Murdough. Their recommendation is David Duquette for Chair and Corey Landry for Vice Chair.

Motion was made by Commissioner Sweeney, seconded by Commissioner O'Keefe, to accept the Nominating Committee's report of David Duquette for Chair and Corey Landry for Vice Chair. Motion passed unanimously.

Chair Duquette stated that the election will be held at the January 8, 2004 meeting.

V. REPORT OF THE DIRECTOR

Item 1. Director's Report #76. The Director's Report was as follows:

1. ACADEMY AWARDS:
Well you all deserve a round of applause! The Academy Awards went very well and the slate of recipients was very good. It is not too early to start thinking about November 2004 and whom you would like to see recognized.
2. CAPTAIN VACANCY:
As you know Captain Mike Walsh, Southern Field Captain, has resigned. We are in the final stages of hiring a replacement...more to follow. Meredith Lund of New Ipswich will be hired effective January 2, 2004 as our Southern Field Captain. Thanks for the assistance, Ed and Steve.
3. GOVERNOR'S REPORT:
We provide statistics to the Governor's office on a monthly basis. The statistics reported are: certifications, students enrolled, classes held, people utilizing the Fire Academy, EMS providers and units. Our October 2003 report is attached.
4. FIREACT GRANT:
The State is at the \$3,095,113 mark for this year's FireAct Grant. Forty-nine fire departments have been awarded funds through this program.
5. FIREFIGHTER FATALITIES IN THE UNITED STATES IN 2002:
This document is available on line; it outlines all the firefighter fatalities in the calendar year 2002. Even though stress and overexertion topped the list again at 38%, it is on a downward trend, as insignificant as the trend is: 2001 - 41.2%, 2000 - 44%, 1999 - 49%, 1998 - 46%, 1997 - 43%, 1996 - 50%. You can probably guess what is second at 24%...yup, motor vehicle crashes! Both are circumstances we have the ability to prevent! See the enclosure. The site is:
<http://www.usfa.fema.gov/downloads/pdf/publications/fa-260.pdf>
6. SPEAKING ENGAGEMENT
Last night I addressed the Contoocook Chapter of the Society of Manufacturing Engineers in Rindge at their annual meeting. It is great to be able to address groups to tell them of all the good things that are going on in New Hampshire to train firefighters and emergency responders. If there are groups you know of that we could address, please let us know; we have a program already to go! On January 12 we are speaking at the Lancaster Rotary.
7. ACCREDITATION CONFERENCE
Captain Dean Chandler just attended the biannual (now annual) conference for accreditation. These are very good learning experiences as there are hot topics in fire training, certification,

and accreditation that are on the docket. The best seminar this year, from Dean's point of view, was what the site-visitation members look for when they conduct such tours. We're up for a revisit in 2005, so we'll be ready!

As we enter a new year, I wish the very best for each of you. I thank you for your dedication for the betterment of the New Hampshire Fire Service...Together we accomplish great things...THANKS!

HAVE A HAPPY AND SAFE HOLIDAY SEASON!

Regarding item 2, Commissioner Burbank noted that Meredith Lund is a very good singer. Commissioner Nelson also said that she is a certified line EMT for out-of-state fires.

Other items discussed were:

8. Lunch will be served in the cafeteria today as another organization is meeting here and sharing the caterer.
9. Use of the Fire Academy is for the fire service of New Hampshire. It is not a conference center that some think it is; they are asking our staff to make copies for them.
10. We have a new coffee maker in the new dormitory kitchen. The recent Fire Officer program graduates bought it and donated it to us. He noted that he will now notify Commissioner Flynn of this donation for his formal approval.
11. The FireAct Grant for next year is \$750 million. The Office of Domestic Preparedness, not the US Fire Administration, will be overseeing this grant. It is a four-week process now to approve the grants. Chief McPherson and Captain Uitts have gone down to the National Fire Academy to work on reviewing grants.
12. We have sent some information to the I.T. people at the Department of Safety to update our website, and it is being worked on.
13. There is paperwork in each Commission member's packet to take to Motor Vehicles on Hazen Drive in order to get Commission picture identifications (id) done. Anyone who already has a Department of Safety picture id may use it, but we would like everyone to have one that identifies him/her as a Commission member.

VI. OLD BUSINESS

Item 1. Administrative Rules Changes. Chair Duquette reminded everyone that Administrative Rules changes are to be done at the

Commission's February meeting each year. Commissioner Schlitzer said that she has a running list of problems that need to be corrected.

VII. NEW BUSINESS

Item 1. Firefighters Memorial. Commissioner Burbank reported that he was approached a couple of weeks ago regarding the Firefighters' Memorial. There is a real interest to get the project going again.

Director Mason said that we had a site picked out for the Memorial, but there will be a building constructed there, and we don't know where we want to put it now. He noted that former Commissioner Charles Chalk was the one who started the fundraising for this project, and they have approximately \$30,000 to \$40,000 in the fund. Father Angelo Pappas has met with Inspector Chalk and Adrian Chasse. Adrian Chasse has been quite ill and Father Pappas has been looking after him. Father Pappas would be the contact now instead of Inspector Chalk. Commissioner Burbank said that he will report that it's not a dead issue, and anyone should contact Father Pappas for more information.

VIII. NONPUBLIC SESSION.

Motion was made by Commissioner Schlitzer, seconded by Commissioner Sweeney, to go into nonpublic session in order to discuss a matter that might adversely affect the reputation of a person who is not a member of this Commission. Motion passed unanimously by roll call vote.

No motions were passed during the nonpublic session.

Motion was made by Commissioner Murdough, seconded by Commissioner Nelson, to come out of nonpublic session. Motion passed unanimously by roll call vote.

Motion was made by Commissioner Schlitzer, seconded by Commissioner Sweeney, to keep the minutes of this nonpublic session confidential. Motion passed unanimously.

IX. GOOD OF THE ORDER

Item 1. Fire Academy Tours. Chair Duquette reminded everyone that tours of the Fire Academy can be arranged if any Commission member would like one.

Item 2. Fire Academy Graduations. We will be holding one graduation soon at the Fire Academy for three Firefighter II programs--Lyndeboro, Hillsborough, and the Fire Academy. Commission members will receive invitations in the mail to all graduations, and should let Chair Duquette know if they will be attending.

Item 3. American Home Fire Safety Act. Acting Director Degnan said that the American Home Fire Safety Act that was passed in October will have a long-range impact. He will be glad to send a copy of the Act to anyone who would like one.

Item 4. New Smoke Alarms. Commissioner Nelson had a question for Acting Director Degnan regarding smoke alarms that screw into a light socket. He said that the advertisement states that it is UL listed. Acting Director Degnan replied that they are not recommended. If the power goes off in the building, they will not operate. New buildings have to be wired. As a secondary unit, it is a good alternative, but not as a primary unit.

Item 5. Staff Mailing Addresses. Commissioner Nelson said that, again this year, the mailing addresses of members of his staff are being used for mailings. They do not know how that list got out. They still do not share the list.

Item 6. Opticoms. Commissioner Hatfield noted that individuals can buy Opticoms on *ebay* now. Director Mason said that legislation is being worked on to prevent their use; Representative Russ Bridle is working on it. Acting Director Degnan said that it was discussed at the last Emergency Preparedness and Security Council meeting. Assistant Commissioner Sweeney said that a person caught using one can be charged with obstructing government operations. However, the police would actually have to catch the person using one. He noted that it's either police or fire departments that are selling them; they are putting them on *ebay* to get rid of their old systems when they install a new system.

Item 7. Pocket Planners. Commissioner Nelson stated that he ought to have the 2004 pocket planners to distribute at the January Commission meeting.

X. ADJOURNMENT

Motion was made by Commissioner Burbank, seconded by Commissioner Nelson, to adjourn at 11:50 a.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 12/04/03
2. Minutes of Meeting 11/06/03, Not Approved
3. Director's Report #76
4. US Fire Administration FY 2003 Award Recipients through 11/28/03
5. Curriculum Status Report 11/04/03
6. Fire Academy Statistics 10/31/03
7. Cause of Fatal Injury 2002
8. Minutes of Meeting 10/02/03 – Approved 11/06/03